

CITY OF ST. CHARLES, ILLINOIS



Request for Bids:

**Environmental Services On-Call Landscaping
Restorations**

8:30 am April 3, 2018

Environmental Services On-Call Landscaping Restorations

General:

St. Charles Public Works Department is seeking a contractor to perform on-call landscaping restoration to the City's throughout the duration of the 2018/2019 fiscal year. The work will be completed between May 1, 2018 and ending on April 30, 2019. All work will be contracted on a unit basis.

Bids for Landscaping Services, as described in the accompanying technical scope, shall be received before **8:30 a.m, Tuesday, April 3, 2018** at the City of St. Charles City Hall, 2 East Main Street, St. Charles, IL 60174, Council Chambers, Attention: Purchasing Manager. Proposals will be read aloud at this time. Any proposal received subsequent to the time specified will be promptly returned to the Contractor unopened.

Proposals shall be in a sealed envelope labeled with "Sealed Bid – On-Call Landscaping Services".

Any questions shall be submitted to Tim Wilson via e-mail to the following e-mail addresses:

twilson@stcharlesil.gov

Upon receipt of questions prior to **March 30, 2018**, the Contractor shall receive a reply e-mail acknowledging the receipt of the question. Response to the question shall be as soon as practical. Should the question result in a clarification that requires addenda, such addenda will be issued via website update as soon as practical.

Questions submitted after **3PM, March 30, 2018** shall not be acknowledged or answered. Contractors shall take all necessary steps to propose questions prior **to March 30th**.

City reserves the right to extend the due date. Should an extension be necessary, communication of such shall be e-mailed to all registered Contractors.

I. **Scope:** The work shall be performed throughout the City. In areas identified by city staff, and assigned to the landscaping contractor on work order basis. All work performed shall be in compliance with the IDOT design and inspection an excerpt of which is provided herein these specifications. Once the contractor has been notified with a work request from the City; the contractor will be require to responded to the city within five business days with an expected completion schedule.

A. Final Shaping, Trimming, and Finishing

The Contractor will be required to remove any excess material onsite to properly install top soil, seed, sodding and maintain proper property drainage. Removed

materials can be dumped at the city public works yard with proper coordination with city staff. Limits of removal of soils are detailed in Topsoil and Composting Section. Final Shaping, Trimming and Finishing shall follow IDOT Specification 212, basis of payment all cost should be included in Topsoil and Composting.

B. Topsoil/Compost Furnish and Placement

The Contractor will be required to supply all top soil materials. Installation will be required to follow IDOT specifications 211. The contractor will be limited a standard two foot boundary around the disturbed area for proper blending of ground elevation. If it is determined by the contractor additional removal is required to maintain proper property drainage, future maintenance and appearance. The contractor will be responsible for receiving city approvals prior to additional removal. Basis of payment will be thickness specified and per square yard.

C. Landscaping (Sod Placement):

The Contractor will establish a finish grade in the area, top-dress with topsoil, cut-in edges to match existing grade for sod placement. Fertilize application and sod installation will follow IDOT Specification 252 and basis of payment will be per square yard.

D. Landscaping (Seed Placement):

The Contractor will prepare the seed bed, fertilize, place, select seed and other material required. Seed placement will follow IDOT Specification 250 and basis of payment will be per pound for both seed and fertilizer

E. Mulch (Erosion Control):

The Contractor will be required to provide erosion control when applying seed. Erosion Control Blanket and/or Turf Reinforcement Mat will be required on all seeding applications. Mulching application will be allowed for small spot repairs. Proper placement and use will follow IDOT Specification 280 and basis of payment for blankets and turf reinforcement will be per square yard. Mulching application basis of payment will be per pounds.

F. Additional Landscaping:

Some restorations sites will require addition tree, annual and bulb plantings. These costs are site specific and will not be a requirement of this bid. The contractor will provide the city with an additional cost estimate for these plantings per site. Included in the additional pricing the contractor will include labor and material cost for the site additions.

G. Watering:

Watering will typical be required by the property owner or the City. But the contractor may be asked to provide some supplemental watering. The basis of payment will be an hourly rate. All water would be pulled from a city supply.

H. Labor, Equipment and Administration:

The contractor will include all cost of labor, equipment and administration in the unit prices provided above.

II. **General Conditions:** Contractor should have experience and provide three references with restoration landscaping work. The work schedule shall be coordinated by the City and the successful bidder. All work shall be completed and invoiced by April 30 of each contract year.

The Contractor may not start work before 7:00 AM weekdays, and must be completed for the day by 5:00 PM weekdays. Additional hours must be approved 24-hours in advance to coordinate inspection. Note that the contractor may be restricted with respect to work hours each day depending on special events in the area and weather. Weekend hours must be approved by the City in advanced, and generally will not be permitted.

Once the work starts on a site, the City expects within reason the work to proceed without delay to completion.

The Contractor shall provide a Safety Officer contact for the City Inspector to address any safety related concerns that arise on the job. The Safety Officer shall have the ability to respond and address the concern in a timely fashion.

The City Public Works facility, upon request, can be used for a job show up location. Utility trucks and private cars can be parked within our fenced in yard. The City reserves the right to revoke this privilege. The yard is open weekdays from 6:00 AM to 5:00 PM and is locked at all other times.

Contractor is required to abide by the Illinois Prevailing Wage Act and must submit certified payroll records with all pay requests. Pay request without certified payroll will not be processed by the City Accounts Payable Dept.

III. Technical Specifications & Requirements

A: Design Requirements: *Illinois Department of Transportation; Standard Specification for Road and Bridge Construction Adopted April 1, 2016*

1. IDOT Standard Section 212 – Final Shaping, Trimming, and Finishing
2. IDOT Standard Section 211 – Topsoil and Compost
3. IDOT Standard Section 252 – Sodding
4. IDOT Standard Section 250 – Seeding
5. IDOT Standard Section 251 – Mulching

B: Materials: All Materials must meet listed standards in Section A Design requirement.

IV. **Traffic Control:** The Contractor is responsible for all traffic control and protection. Work in Right-of-Way requires traffic control and protection measures that meet IDOT standards for such. A City inspector will be making spot checks and any deficiencies must be addressed immediately. The City will secure an IDOT permit for any work on state roadways; however, the Contractor is responsible for reviewing the jobsite and quantifying the need for flaggers.

V. **Customer Service & Private Property:** Respect for resident and business property is very important. Where specialized equipment could be utilized to minimize private property damage, Contractor should consider such. Contractor shall make the City aware of any work on private property that may damage trees, landscaping, fences, sheds, or other property prior to starting work. Any abnormal damage, as deemed by the City Inspector, shall be the responsibility of the Contractor, without any additional payment by the City. The amount of forecast damage identified by the Contractor and communicated to/approved by the City, requiring advanced restoration, shall be added to the evaluated price. To the extent that private property damage can be minimized, it is in the Contractor's best interest. Any driveways or sidewalks in the construction zone should be photographed by the Contractor prior to work starting to defend against resident claims that Contractor work cracked or damaged such. Contractor shall be responsible for defending and satisfying any claims for driveway or sidewalk damage. Pending resident claims against the Contractor could delay final invoice processing.

Bid Pricing Request

This contract is a unit base the City should not be charge for any additional work related to the price structures provided. Mobilization, labor, equipment and overhead should be included in the unit cost. Annual the city spends on average about \$20,000 - \$30,000 in landscaping restoration.

Unit cost for May 1, 2018 – April 30, 2019 –

Item Letter	Items	Unit	Unit Price
A	Final Shaping, Trimming and Finishing		Included in Item B
B	Topsoil / Composting Furnish and Placement		
	2" Thickness	Sq. Yd.	
	4" Thickness	Sq. Yd.	
	6" Thickness	Sq. Yd.	
C	Landscaping (Sod Placement)	Sq. Yd.	
D	Landscaping (Seed Placement)		
	IDOT Seed Class 1	Lb.	
	IDOT Seed Class 2	Lb.	
	IDOT Seed Class 3	Lb.	
	IDOT Seed Class 4	Lb.	
	IDOT Seed Class 5	Lb.	
	Fertilizer	Lb.	
E	Mulch (Erosion Control)		
	Mulching	Lb.	
	Erosion Control Blanket	Sq. Yd.	
	Turf Reinforcement Mat	Sq. Yd.	
G	Watering	Hr.	

Additional Clarifications – Award Criteria

All bid received in accordance with this request will be evaluated based on the criteria established by the City which may include but not be limited to bid price, quality, experience of the bidder, responsiveness of the bidder, adaptability of the particular material and equipment for the specific intended use and conformity to bid specification. The City reserves the right to reject any and or all bids for any reason, whether or not the bid is lowest and to waive any irregularities or technicalities in any bid. The contract, if awarded, will be awarded to the bidder whose bid is determined to be in the best interest of the City. Once delivered, all bid are irrevocable for a period of 30 days from the deadline.

To assist in the bid selection the following are two typical restoration projects required by the city. Unit pricing submitted by the contractor above is required to be used in the following job pricing. Pricing provided will be what is read aloud at bid opening. Final bid award will take into consideration all unit cost provided by the bidder.

A. Total Cost Sod Restoration –

Item Letter	Items	Unit	Unit Price	Measurement in Square Feet		
				250	500	1000
A	Final Shaping, Trimming and Finishing		Included in Item B			
B	Topsoil / Composting Furnish and Placement					
	2" Thickness	Sq. Yd.				
C	Landscaping (Sod Placement)	Sq. Yd.				
TOTAL-						

B. Total Cost Seed Restoration –

Item Letter	Items	Unit	Unit Price	Measurement in Square Feet		
				250	500	1000
A	Final Shaping, Trimming and Finishing		Included in Item B			
B	Topsoil / Composting Furnish and Placement					
	2" Thickness	Sq. Yd.				
D	Landscaping (Seed Placement)					
	IDOT Seed Class 1	Lb.				
	Fertilizer	Lb.				
E	Mulch (Erosion Control)					
	Mulching	Lb.				
	Erosion Control Blanket	Sq. Yd.				
TOTAL-						

Notice of Award

Date: _____, 2018

To:

Project: City of St Charles – FY 18/19 On-Call Landscaping Restoration

The City has considered the bid submitter by you for the above described work in response to its Advertisement for Bids and Information for Bidders.

You are hereby notified that your bid has been accepted for items in the amount of unit prices.
(see attached)

You are required by the information for bidders to execute the Agreement and Furnish the required Certificates of Insurance and project schedule with in Fifteen (15) calendar days of this Notice of Award.

You are required to return an acknowledged copy of this Notice of Award to the City

Dated this ____ day of _____, 2018

City of St Charles, Illinois

Timothy Wilson
Public Works Manager
Environmental Services

Acceptance of Notice

Receipt of the above Notice of Award is hereby acknowledged by _____

this the _____ day of _____, 2018

Signature: _____

Printed name: _____

Title: _____